



Volunteer Tennessee
AmeriCorps Program Manager Job Description
11/20/17



Basic Function:

Advance the mission of Volunteer Tennessee by managing grants to support Tennessee AmeriCorps programs.

Philosophy of the position:

The position works as part of the AmeriCorps Team to support Tennessee AmeriCorps programs to meet compelling community needs, strengthen communities and build a lifelong ethic of service among Tennessee AmeriCorps members.

Essential functions:

1. Program Management
 - a. Provide support to AmeriCorps State programs through regular communication with AmeriCorps program directors, host agency staff and federal funding agency;
 - b. Coordinate appropriate training and technical assistance for AmeriCorps State programs;
 - c. Participate with AmeriCorps Team to develop strategic plans and policy documents;
 - d. Assist in responding to public information requests related to AmeriCorps;
2. Program Compliance
 - a. Coordinate annual risk-based program monitoring;
 - b. Monitor program performance through site visits, desk reviews, and review of progress and financial reports;
3. AmeriCorps State Funding Process
 - a. Support annual grants application process to administer federal funding;
 - b. Negotiate programmatic and budgetary changes with funded programs;
4. Other
 - a. Develop federal reports;
 - b. Support development of sub-grantee contracts with funded programs; and
 - c. Participate in state and national grantee meetings.

Work Requirements/Qualifications:

1. Graduation from accredited college or university with a bachelor's degree and at least two years' experience with volunteer program or community service program.
2. Understanding of and commitment to AmeriCorps, national service and engagement of persons with disabilities as AmeriCorps members. National or community service program experience preferred.
3. Understanding of principles of financial and program management and grants administration.
4. Ability to develop and maintain high-level professional coaching, monitoring and collaborative relationships and commitment to team work.
5. Ability to express oneself clearly and accurately, both orally and in writing.
6. Ability to problem-solve in a complex regulatory environment.
7. Ability to prioritize and get things done calmly in a fast-moving environment.
8. Ability to prepare and maintain detailed, accurate records, reports and files.
9. Computer competency (word processing, spreadsheets, database, etc.).

Work Environment

Non-smoking, active office in Nashville, TN; frequent interruptions, frequent telephone work. For more information on Volunteer Tennessee, see www.volunteertennessee.net.

Position is a State of Tennessee executive service employee with salary and benefits. **Position annual salary is \$42,120.** Subject to federal funding availability.

To apply, send cover letter and resume to Volunteer.Tennessee@tn.gov by **December 22, 2017**.